

University of Minnesota, Morris
Division of Science and Mathematics

CRITERIA AND EVALUATION PROCEDURES[†]

for Promotion and Tenure Reviews of Regular Faculty

Divisional Statement as Required Under the University of Minnesota
Regents' Policy *Faculty Tenure*, Section 7.12

I. Introduction

Reviews of faculty for promotion and tenure in the University of Minnesota, Morris are conducted in accordance with all-University policies and procedures contained in the University of Minnesota Regents' Policy *Faculty Tenure* (June 9, 2000) and related documents. Candidates for indefinite tenure and/or promotion in rank are judged on demonstrated accomplishments, and on potential for future development and contributions to UMM in the areas of teaching, research, and service. This document describes with more specificity the indices and standards which will be used to evaluate whether candidates meet the general criteria in Section 7.11 of *Faculty Tenure*. For a complete perspective, the reader is advised to review Section 7 in its entirety.

II. Mission

The mission of the Division of Science and Mathematics is one of teaching, research, and service within the context of an undergraduate, publicly-supported, liberal arts college. Its primary concern is to provide quality undergraduate instruction in the natural and mathematical sciences so that its graduates are well-prepared to seek employment at the B.A. level, to enter graduate or professional schools, or to teach at the secondary school level. The Division's faculty conduct research activity not only to discover new knowledge but also as a way of teaching students how to do research and as a means of maintaining their own intellectual vitality. Members of the Division also provide important service to the University, to their professions, and to the general public.

III. Criteria for Tenure

A. Teaching

Faculty are expected to have a substantial and on-going record of teaching effectiveness (which includes academic advising). The assessment of teaching effectiveness is based upon materials that a faculty member submits (e.g. course outlines, exams, handouts, laboratory experiments), information that the university routinely collects (e.g. Student Opinion of Teaching Surveys and CV's) and other informal information (e.g. evaluations by colleagues, feedback from students and advisees).

B. Research

Faculty are expected to demonstrate an on-going pattern of quality scholarly activity. The assessment of this activity is based upon evidence presented by the faculty member (both refereed and unrefereed publications will be considered, e.g. technical reports, preprints, reprints, or summaries of research and copies of grant proposals) as well as upon internal and external evaluation by peers. Engaging undergraduate students in research is highly valued. The Division recognizes that resource limitations and the heavy teaching and service load at UMM may limit research productivity.

C. Service

Faculty are expected to provide effective service to the discipline, division, campus, profession, and public. The nature of the Morris campus is such that faculty involvement in governance and administrative functions is critical to the continued health of the institution. Service contributions will be assessed on the basis of the materials submitted by the faculty member and information collected from colleagues. The focus is on service

and outreach contributions that demonstrate both ability and commitment to work effectively for the betterment of the institution, the profession and the general public.

IV. Criteria for Promotions

Promotion to the rank of assistant professor is dependent upon completion of the terminal degree appropriate to one's field.

Promotion to the rank of associate professor is based upon demonstrated achievements in teaching, research, and service as described in Section III.

Promotion to the rank of professor is based upon continuing distinction in teaching, research, and service over a period of years. (The division of effort among these three areas may vary from one faculty member to another and may vary over time for a particular individual as campus needs and individual aspirations evolve.) In addition, faculty are expected to have provided leadership within the faculty of the Morris campus.

V. Procedures

The Division complies with the *Procedures for Reviewing the Performance of Probationary Faculty* as provided by Sections 16.3, 7.4, and 7.61 of *Faculty Tenure*.

- A. Consideration for promotion in the Division of Science and Mathematics is accorded to all who ask for it. The faculty member wishing to be considered for promotion, or early determination of indefinite tenure, must notify the Division Chair, in writing, by April 15 of the academic year preceding the one in which the decision is to be made.

A faculty member can also be recommended by a colleague. In such an instance the Division Chair asks that faculty member if he or she does indeed wish to be considered for promotion.

- B. The Chair of the Division of Science and Mathematics shall assure that there is systematic collection of information about the work of each member of the division faculty. For promotion and/or tenure considerations, this is carried out by the chair or appointed deputy with the cooperation and assistance of the faculty member. The review file thus generated is then made available to the appropriate faculty members for their inspection. Appropriate faculty review groups are notified by individually addressed memos, of the availability of the files, and the date and time of the review meeting.
- C. The review meeting is chaired by the Division Chair. (But if the Division Chair does not hold the rank required to participate in the meeting, he/she will appoint a faculty member from the Division who has the requisite rank to act as chair of the meeting.) Discussion centers around the areas of teaching, research, and service as evidenced by each candidate's review file. At the conclusion of the review meeting a vote is taken by secret ballot. Two tellers are appointed to count the ballots. The result of the vote is announced and the ballots are sealed in envelopes which are then placed in the candidate's personnel files. Following this review committee meeting, the meeting chair prepares a summary of the discussion which is then submitted to the faculty members in attendance at the meeting, for their review. The summary is revised if necessary and forwarded to the Division Chair.

The Division Chair then makes the Chair's recommendation, and both are forwarded to the Vice Chancellor for Academic Affairs and Dean.

- D. All other procedures are taken from the June 1986 document, *Procedures for Reviewing the Performance of Probationary Faculty* or subsequent statements of procedures of the University.

†Approved by the Division of Science and Mathematics, October 19, 2000.